**BACUP CULTURAL CONSORTIUM**

**Micro Grant Application Form**

Name of organisation:

Address:

Main Contact:

Telephone:

Email:

Are you one of the following:

|  |  |
| --- | --- |
| Unconstituted group |  |
| Constituted group |  |
| Company Ltd by Guarantee with charitable status |  |
| Community Interest Company |  |
| Community Benefit Society |  |
| Charitable Incorporated Organisation |  |
| Charity |  |
| Social Enterprise |  |
| Community Enterprise |  |
| Town / Parish Council |  |
| Registered charity |  |

Tell us about yourself / your organisation and the work you do (maximum 150 words)

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Tell us how you propose to spend the micro grant and what you hope to achieve with it (maximum 300 words)

Tell us how this project will benefit your organisation and the local community / wider community (maximum 150 words)

Your project:

Provide an outline budget for how you will spend the micro grant:

|  |  |
| --- | --- |
| Activity | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

***\*Please keep receipts of all of your expenditure – this is to be submitted along with your project evaluation.***

***\*\*You should only add values in the VAT column where you or your organisation can not claim***

***them back. For more details contact HM Revenue and Customs (www.hmrc.gov.uk) to check how***

***much value added tax (VAT) you will be able to claim back. If you underestimate costs for VAT, you***

***will have to pay the extra costs;***

Please give details of any other match funding or other grants being applied for, for this project including the source, amount, and if it is secured or not. This will be used for evaluation purposes.

Please provide a timeline of your project including a start and finish date, include key milestones such as events and activity. Please note, your project must aim to start within 2 month of your grant award.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Project start |  |
| [please enter milestone] |  |
| [please enter milestone] |  |
| [please enter milestone] |  |
| Project end |  |
| Evaluation / assessment |  |

Does your project meet any of the following criteria? Please tick all that apply and please note that there is not a requirement for all of the criteria to be fulfilled:

1. Support new ideas and activities
2. Support new groups and actors
3. Encourage piloting and testing
4. Support community cultural development locally
5. Support the aims of the Bacup High Street Heritage Action Zone project
6. A wider range of people will be involved in heritage activities and/or culture
7. People will have greater well-being
8. This project will engage hard to reach groups
9. This project will improve social isolation following the Covid-19 Pandemic
10. The local area will be a better place to live, work or visit
11. The project will encourage visitors to Bacup

How will you evaluate your micro grant – please take lots of photos and feedback from participants! (Please make sure you have all permissions for re-use of images by the Historic England/Arts Council England/National Lottery Heritage Fund/Rossendale Borough Council for press/publicity purposes):

Guidance:

* The maximum grant is £1,000.
* Successful applicants will be required to display the BCC logo where possible.
* Please contact the Bacup Cultural Consortium if you have any questions or queries as to how your application meets one or more of the above objectives:

Esther Ferry-Kennington at [esther@horseandbamboo.org](mailto:esther@horseandbamboo.org) / 07403389143 or

Laabiyah Iqbal at [laabiyahiqbal@rossendalebc.gov.uk](mailto:laabiyahiqbal@rossendalebc.gov.uk) / 01706 252480

Thank you!

**Guidance & what will happen next:**

* Please note that the micro grants cannot fund items, services, fees or anything already bought for the project retrospectively;
* The minimum you can apply for is £50 and the maximum allowed grant is £1,000;
* There is no deadline for the micro grants applications – grants £500 and under can be approved by the Heritage Regeneration Project Officer or Chair of the Bacup Cultural Consortium. Grants above £500 will need to be presented to the Bacup Cultural Consortium, with a recommendation, by the Heritage Regeneration Project Officer for approval;
* Grant applicants must either be located in Bacup or the surrounding area;
* Please note that you must acknowledge that your project is funded by through the Bacup Cultural Consortium. You must ensure that their logos are included in the publicity and promotion of your project (let us know and we can send you them) ;
* You will be contacted by us, or our appointed consultant, to carry out a review on how you found the grant process, as well as details about your project to include within our within the projects annual reviews/final evaluation;
* Please do contact me if you have any questions or queries as to how your application meets one or more of the above objectives;
* Please do contact me if you are unsure or have any questions about anything else.

Laabiyah Iqbal

Heritage Regeneration Project Officer

laabiyahiqbal@rossendalebc.gov.uk

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